

## Position Description

Vacancy Title: **General Manager TV**

Location: **Suva, Fiji Islands**

Reports To: **Chief Executive Officer (v 7.00)**

### Objective

The General Manager TV is responsible for overseeing the day to day operations and strategic direction of the television department.

### Outcomes

#### Capital Stakeholders (Owners)

##### 1. Strategically focussed department

- Strategic Plan implemented
- Operational and action planning to deliver key objectives
- Financial reporting systems to analyze cost versus benefits
- Operational risk assessment and management plans
- Financial operations, reporting and structure

#### Organisational Stakeholders

##### 1. Procedures developed, monitored and implemented

- Lead, develop, implement and monitor procedures to improve the efficiency of the teams work and to better meet the customers need
- Lead, develop, implement and monitor risk management procedures

##### 2. Leadership, Management and Reporting

- Timely reporting to the CEO and FBC Board of Directors, providing updates on the station's performance, strategic initiatives, and financial results.
- Prepare work plans (annual, monthly and weekly basis)
- Manage cross functional teams
- Delegate work and supervise staff for expected deliverables
- Provide guidance, training, mentorship and support to the Department.

##### 3. Budget Management

- Ensure TV budget is allocated effectively to efficiently meet station objectives.
- Manage to optimize operating expenses, revenue generation and capital investments.
- Ensure that the station offers compelling and relevant programming to attract and retain viewers.

##### 4. Develop and grow overall business and products [sustainability]

- Department developed in accordance with the strategic direction.
  - Volume growth
  - Sustainability
  - Competitive position improving (market share)
  - Growing image and customer preference (marketing)
- New business initiatives growth.
- Technology-driven efficiency growth.
- Facilitation of the development and growth of workforce capability.

##### 5. Organisation Represented

- Promote and deliver papers, technical advice, support and policy input to stakeholders and interested parties
- Collect, analyse and disseminate information

##### 6. Department managed effectively and efficiently

- Management through the organisation performance management system
- Internal procedures and guidelines maintained
- Budget preparation, monitoring and management
- Risk management planning and assessment

#### Product's Stakeholders

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## 1. Operational and statutory compliance

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- Statutory compliant to laws and regulations.
    - Health and safety compliance
    - Environmental compliance
  - Operationally compliant to the organization's policies and procedures.
  - Ensuring that the station complies with relevant laws, regulations, and industry standards.
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## 2. Technology and Innovation

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- Keep up with technological advancements.
- Integrate new technology into station operations.
- Manage and resolve technical failures, controversies or emergencies.

## Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Communication	Exchange information through verbal communication
<b>People</b>	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Negotiation	Reach agreement through discussion and compromise.
<b>Operational</b>	
Maintenance	Monitor and/or maintain equipment, plant or vehicles in sound operating order.

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Degree	Production, Operations Management	Film & TV
<b>Desirable</b>		
Higher Degree incl. Post Grad Cert or Dip	Operations Management	

## Work Knowledge and Experience

Minimum of 5 years of experience in a similar role within a media organization, with a Bachelor's Degree in Film & TV/ Broadcasting, or Media Production, or at least 7 years of experience with a Diploma in Film & TV/ Broadcasting, or Media Production.

Higher Degree in Business Administration (added advantage)

Strong communication, writing and presentation skills.

An understanding of Local and International program production and culture.

Experience in the commercial multimedia environment- will be an added advantage.

## Requirements

### Language Proficiency

Excellent command of English

### Regulatory Compliance Requirements

Police Clearance

Valid Drivers License

## Other Required Requirements

No other required items found.

## Interactions

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Type	Interaction	Comments
<b>Internal</b>		
	Chief Executive Officer	

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Type	Interaction	Comments
	Management Team	
	TV Team	
	Marketing Team	
<b>External</b>		
	Government authority	
	Statutory Authorities	
	Clients	
	Regulators	

## Attributes

### Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.
Innovative	Devises new and creative ways to do things comes up with original ideas.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.

### Interpersonal Styles

Empathic	Has the ability to understand somebody else's feelings or difficulties.
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.

### Thinking Styles

Decisive	Reaches conclusions, promptly and firmly.
Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.
Well organised	Controls tasks in a well thought out and critical manner.

## How To Apply

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## Contact for Enquiries

Contact Name: HR Team

Contact Email: hrteam@fbc.com.fj

Further Contact Information: 3314333

**Closing Date: 03 Nov 2024**